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FACULTY INFORMATION BULLETIN

5 February 1979

1. ADMINISTRATIVE INTERN PROGRAM FOR 1979-80. A Position Announcement has been released by the Center for Professional Development and Personnel in regard to the above captioned which was forwarded by the CSUC Vice Chancellor for Faculty and Staff Affairs as part of FSA-79-04. Last year there were no applications from CSB Faculty members. It is hoped that the situation might change this year.

All academic, administrative, and service department heads are requested to inform their staffs of the program.

2. SOCI WEEK. The Student Opinionnaire of Courses and Instruction (SOCI) will be administered during the week of February 20-26.

Classes with Five or Less Students

Packets will not be made up unless a specific request is made by the Dean's Office. Please notify your Dean if you want SOCI's for any class with 5 or less students.

Team Teaching Classes

Packets will be available provided your Dean has made previous arrangements with the Office of Institutional Research.

PLEASE NOTE: SOCI packets will be made up only at the request of the Dean. Faculty members may not request packets directly from the Office of Institutional Research.

FACULTY RESPONSIBILITY FOR SOCI

You should appoint a student to administer the SOCI to the class. You must not remain in the room during this period of time. Please allow at least 30 minutes for completion of the SOCI. The appointed student will be responsible for returning the packet. Please stress to the student the importance of returning the packet.

LOCATION OF MATERIALS

Packet will be picked up in the Vice President's Office, SCI 104. Packets may be picked up by the faculty member during SOCI week. NOTE: PACKETS WILL NOT BE GIVEN TO STUDENTS UNLESS THEY PRESENT A MEMO PROPERLY COMPLETED BY THE INSTRUCTOR. NO FACULTY MEMBER MAY PICK UP A PACKET FOR ANYONE OTHER THAN HIMSELF -- NO EXCEPTIONS.

FOR NIGHT CLASSES, please pick up packets before 5:00PM. For part-time faculty - night classes only: If you are unable to pick up packet before 5:00PM, please phone Ext. 2154 to make arrangements.

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Pencils will be available in SCI 104 and should not be picked up ahead of time. NOTE: PENCILS MUST BE RETURNED.

RETURNING THE MATERIALS

BEFORE 5:00PM - Completed packets must be returned to SCI 104, along with the pencils.

AFTER 5:00PM - Completed packets should be placed in the SOCI box located just inside the door of the Library, along with the pencils.

PLEASE BE SURE TO RETURN THE PENCILS.

WRITTEN COMMENTS

The SOCI sheets will be returned to each instructor after all campus grades have been turned in to Records. THIS MEANS that packets will not be released until all grades have been turned in by all the instructors for the entire campus!

When I/S has been notified that all campus grades are in, the SOCI packets will be sent to each Dean's Office where the packets will be distributed.

PLEASE NOTE: If you feel you are going to have a particular problem, and need your written comments before all campus grades are in, please contact the Office of the Vice President, SCI 104, Ext. 2154, as soon as possible.

3. OPPORTUNITIES FOR OVERSEAS STUDIES WITH THE CSUC INTERNATIONAL PROGRAM.

The International Program is the official statewide academic unit of the California State University and Colleges. It offers study opportunities at distinguished institutes of higher learning all over the world. The student body is chosen from all nineteen CSUC campuses. During their time overseas, students are officially enrolled in California at their home campuses.

The International Program was established by the Trustees of the CSUC in 1963. Since then, the International Program has enrolled approximately 5,000 students. The Program now has twelve overseas centers. They are in Denmark, France, Germany, Israel, Italy, Japan, Mexico, New Zealand, Peru, Republic of China, Sweden, and the United Kingdom. Several centers offer programs with special emphasis areas, e.g. psychology, economics, linguistics. And the total estimated cost for the program ranges from \$3135 in Mexico to \$6000 in Denmark.

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Students who are (or plan to be) enrolled at any CSJC campus are eligible to apply. To meet minimum selection requirements, applicants must: 1) have an overall GPA of 2.75 (Israel, New Zealand, Peru and the United Kingdom require 3.00); 2) be upper division (58 semester or 87 quarter units) or graduate students prior to departure; 3) have appropriate language proficiency where required. Some language proficiency is required for France, Germany, Mexico, Peru and Spain.

For more information, contact Suzanne Bunker in the Activities Office at CSB, 833-3091, Nicole White at 323-5102, or Fabian Fang at 833-3041.

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